DUAL ENROLLMENT
@ GWINNETT TECHNICAL COLLEGE

Dual Enrollment Participation Agreement and Funding Application Instructions

1. Go to www.Gafutures.org and either **LOG IN** to your existing account OR **Create an Account**.
2. Verify that your Full Name, Date of Birth, and Social Security Number are entered correctly.
3. Once you have checked your personal information, click on the "**My Dual Enrollment Profile**" link on the right hand side.
4. Once you go to the main Dual Enrollment page, click the link that says "**The Upcoming 2020-2021 School Year**".
5. Now, click on the "**Apply for Dual Enrollment**" link.
6. You will then open the new application and complete ALL sections. Please verify your information again. If anything is incorrect, you must go back to your profile to change it, and start again.
   a. Students must check all of the boxes on the left side. Parent/Guardians will complete the right side.
   b. Your parent's email address CANNOT be the same as your personal email.
   c. If your parent's email was used to create your profile, you must change the email to your personal email address in your profile, and then enter your parent's email address in the "Parent/Guardian Email" area.
   d. Parent/Guardian Email must be VALID and different from the student's email address.
7. Once you complete the application, you will receive a confirmation message with an Application ID number. You will also receive a confirmation email.
8. Your parent/guardian will receive an email at the address you provided.
9. Parents must click on the link in the email. Parents can use both the Application ID and Date of Birth OR they can use the student's Social Security Number and Date of Birth to log in.
10. Once the parent is logged in, they will have to complete the online application and submit it. They will receive a message that the participation agreement was received.

   ▪ Once both of these steps are completed, the student can view their Dual Enrollment Dashboard by going back to the Dual Enrollment page and clicking "The Upcoming 2020-2021 School Year" link again.
   ▪ Once there, they can click the "View My Dashboard" link (see example below). Send this dashboard screenshot to DualEnrollment@GwinnettTech.edu.
   ▪ Students will see the status of their Dual Enrollment Application and can track when their parent/guardian signs, and when the High School Counselor completes the form.

11. <mark>What to Send to Gwinnett Tech:</mark> After the student and parent have completed the process, send a screenshot of the dashboard to DualEnrollment@GwinnettTech.edu. Be sure that you have submitted an admissions application to the college first, and include your GTC Student ID number (starts with 900) with the screenshot. See below.